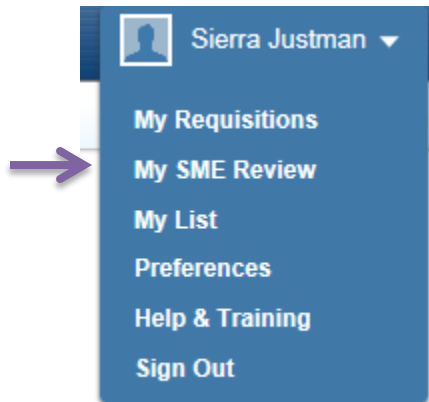


SME Review

1. Log into NeoGov
2. On the top, right hand corner of the screen, hover over your name
3. Click on My SME Review




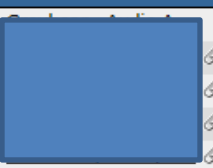
4. Click on the Exam Plan you wish to review

Exam #	Exam Plan	Job Posting	Analyst	Applications
2014-00008	Health Program Coordinator	Health Program Coordinator	Justman, Sierra	Print
2014-00044	GIS and Enterprise Systems Manager	GIS and Enterprise Systems Manager	Justman, Sierra	Print
2014-00047	Probation Officer I-Show Low	Probation Officer I-Show Low	Justman, Sierra	Print
2014-00092	Library Automation Technician	Library Automation Technician	Justman, Sierra	Print
2014-00095	Public Works Director	Public Works Director	Justman, Sierra	Print
2014-00110	Environmental Health Inspector	Environmental Health Inspector	Justman, Sierra	Print
2014-00126	Public Defender	Public Defender	Justman, Sierra	Print
2015-00012	Voter Outreach Assistant	Voter Outreach Assistant	Justman, Sierra	Print

8 records found.

5. Click on the first candidate on the list



Candidate	Master Profile	Last Updated	Updated By	At Step	Disposition	Assigned By	Comments
	View	04/21/14 12:53 PM	Yazzie, Cherilyn	Application Received	Fail - Not best qualified	Justman, Sierra	Add
	View	04/21/14 12:54 PM	Yazzie, Cherilyn	Application Received		Justman, Sierra	Add
	View	04/21/14 12:54 PM	Yazzie, Cherilyn	Application Received		Justman, Sierra	Add
	View	04/21/14 12:54 PM	Yazzie, Cherilyn	Application Received		Justman, Sierra	Add
	View	04/21/14 12:55 PM	Yazzie, Cherilyn	Application Received		Justman, Sierra	Add

SME Review Complete

Cancel

6. At the top right of the application, click "show candidate disposition"

[Return to Candidate List](#)

Application 1 of 5

« Previous Applicant | [Next Applicant](#) »

[Show Candidate Disposition](#)

[Print View](#)

2014-00008 - Health Program Coordinator

- After reviewing the application, select “pass” or “fail” (if you click fail, you have to select a reject reason)

[Hide Candidate Disposition](#)

Exam Plan	2014-00008 - Health Program Coordinator					
Evaluation Step	Application Received					
* Required						
Applicant:	<table border="1"><thead><tr><th>Name</th><th>Person ID</th></tr></thead><tbody><tr><td colspan="2">[Redacted]</td></tr></tbody></table>	Name	Person ID	[Redacted]		
Name	Person ID					
[Redacted]						
* Pass/Fail Step:	<input type="radio"/> Passed <input checked="" type="radio"/> Failed <input type="radio"/> Other					
Reject Reason:	Not best qualified ▼					
Comments:	<div style="border: 1px solid #ccc; height: 80px; vertical-align: top;"></div>					
<div>Save</div> <div>Save & View Next App »</div>						

- Click “save & view next app”
- After reviewing all applications, click “return to candidate list”



[Return to Candidate List](#)

[Hide Candidate Disposition](#)

Exam Plan	2014-00008 - Health Program Coordinator					
Evaluation Step	Application Received					
* Required						
Applicant:	<table border="1"><thead><tr><th>Name</th><th>Person ID</th></tr></thead><tbody><tr><td colspan="2">[Redacted]</td></tr></tbody></table>	Name	Person ID	[Redacted]		
Name	Person ID					
[Redacted]						
* Pass/Fail Step:	<input type="radio"/> Passed <input checked="" type="radio"/> Failed <input type="radio"/> Other					
Reject Reason:	Not best qualified ▼					
Comments:	<div style="border: 1px solid #ccc; height: 80px; vertical-align: top;"></div>					
<div>Save</div> <div>Save & View Next App »</div>						

- Click “SME Review Complete”